

# SEATTLE FIRE DEPARTMENT FIREFIGHTER EMPLOYMENT PACKET UPDATE

**Candidates who have submitted an Employment Packet previously must complete this update packet to be considered for hire into Recruit Class 107.** Completed packets should be received no later than **Monday, April 3, 2017 at 4 PM.** Return completed packet via one of the following methods.

US Mail or hand delivery (M-F, 8:00AM-4:30PM):

Seattle Fire Department  
301 2nd Ave S  
Seattle, WA 98104

Fax: (206) 386-1412

Scan and email to: [sfd.recruitment@seattle.gov](mailto:sfd.recruitment@seattle.gov)

## PERSONAL INFORMATION

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
Current Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

## EMT STATUS

- ☐ I have attached a copy of my current EMT certificate(s) ☐ Washington  
☐ National Registry
- ☐ Other EMT status: \_\_\_\_\_
- ☐ I am not EMT certified
- ☐ I am interested in a Seattle Fire Department sponsored EMT course (tentative Summer 2017)

For National Registry or Other State EMT certificate holders, please review reciprocity requirements online at <http://www.seattle.gov/fire/employment/documents/KCReciprocity.pdf>.

## DRIVING RECORD

**All candidates should submit an updated driving record.** Contact your local Department of Motor Vehicles to request your driving record. Washington State residents may request records online at <http://www.dol.wa.gov/driverslicense/requestyourrecord.html>.

- ☐ I have attached a copy of my driving record
- ☐ I have attached a copy of my driver's license

List all moving violations received since January 1, 2016. Attach additional sheets as needed.

Date	City, State or Country	Charge/Disposition

## CRIMINAL RECORD

Include citations, arrests, indictments or convictions, other than traffic, received since January 1, 2016. Attach additional sheets as needed.

Date	City, State or Country	Details of arrest/offense/disposition

## EMPLOYMENT

List **only new employers** since submission of your prior employment packet. Attach additional sheets as needed.

Present **only new employer(s)** with the enclosed "Confidential Inquiry - Employer Reference" form. Completed employer reference forms should be forwarded directly from your employer to the Seattle Fire Department by Monday, April 3, 2017.

Most Recent Employer \_\_\_\_\_ Date Hired \_\_\_\_\_ Date Left \_\_\_\_\_

If employer listed is a Fire Service employer, indicate if position held is ☐ Professional OR ☐ Volunteer

City \_\_\_\_\_ State \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Position \_\_\_\_\_ Supervisor \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Next Prior Employer \_\_\_\_\_ Date Hired \_\_\_\_\_ Date Left \_\_\_\_\_

If employer listed is a Fire Service employer, indicate if position held is ☐ Professional OR ☐ Volunteer

City \_\_\_\_\_ State \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Position \_\_\_\_\_ Supervisor \_\_\_\_\_

Reason for leaving \_\_\_\_\_

## MISCELLANEOUS

Please provide any additional information or updates, excluding medical information, that the Department should be aware of:

# CONSENT TO RELEASE INFORMATION AND RELEASE FROM LIABILITY

## TO WHOM IT MAY CONCERN:

I am an applicant for a position with the Seattle Fire Department. The Department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I have applied. I have authorized the Department to gather all available information regarding my employment background, personal history, and other information, which may be of a confidential or privileged nature.

I, the undersigned, authorize you to furnish the Seattle Fire Department with any and all information that you have concerning me, including, without limitation, my work record, my background and reputation, my driving history, criminal history, including any arrest records and any information contained in investigatory files, my medical records, my psychological testing and analysis plus recommendation, my military service records, my education background and records, my financial status, and such other information and records as you may have in your possession relating to me. Information of a confidential or privileged nature may be included in the materials you provide to the Seattle Fire Department. I request your cooperation in supplying this information to the Seattle Fire Department.

I hereby agree to release you and those who supplied you with the above information, your company or organization, and the City of Seattle, its employees and the Seattle Fire Department from any liability for any damage which may result from furnishing the requested information.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Seattle Fire Department in conjunction with employment procedures. I will make no attempt to gain access to the information provided by you to the Seattle Fire Department.

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Applicant's First, Middle and Last name (please print)

Date of Birth

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Applicant's Signature

Date

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Applicant's Current Address

Phone Number

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Social Security Number

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Driver's License number or State I.D. Number

Issuing State

Notary Public for the State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn to before me on \_\_\_\_\_ by \_\_\_\_\_

Signature \_\_\_\_\_

My commission expires \_\_\_\_\_

**NOTE: A photocopy reproduction of this request shall be for all intents and purposes valid as the original.**

# CANDIDATE BACKGROUND INQUIRY RELEASE FORM

**Instructions: All Fields Must Be Answered [1] Read Authorization, [2] Fill-In & Print Form [3] Sign & Date, [4] Return with Employment Packet to the Seattle Fire Department.**

In connection with my application for employment, I understand that an investigative background inquiry is to be made on myself, including, but not limited to, identity and prior addresses verification, criminal history, driving history, consumer credit history, education verification, prior employment verification, reason(s) for termination of prior employment, and work and other references, as well as other information.

I understand that the information and reports developed may include information as to my character, work habits, job performance, and experience, along with reason(s) for termination of past employment. I further understand that for purposes of this background inquiry, various sources will be contacted to provide information, including but not limited to various Federal, state, municipal, corporate, private and other agencies, which may maintain records concerning my past activities relating to my criminal conduct, civil court litigation, driving record, and credit performance, as well as various other experiences.

I hereby authorize without reservation any company, agency, party, or other source contacted to furnish the above information as requested. I do hereby release, discharge and indemnify the prospective employer, its agents and associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses arising from the retrieving and reporting of the requested information.

I am willing and acknowledge that a photocopy of this authorization be accepted with the same authority as the original and this signed release expires one (1) year after the date of origination.

Prospective Employer: **SEATTLE FIRE DEPARTMENT**

First Name:

Middle Name:

Last Name:

Also Known As [a.k.a.] and/or Maiden Name[s]:

Social Security Number:                      -                      -                      [format = 123-45-6789]

Date of Birth:                      /                      /                      [format = 00 / 00 / 0000]

Driver's License Number or ID Card & Issuing State:

Current [City or Town & State Only] Address:

Previous [City or Town & State Only] Address:

Candidate's Signature: \_\_\_\_\_

Date:        /        /



City of Seattle  
Edward B. Murray  
Mayor

### CONFIDENTIAL INQUIRY – EMPLOYER REFERENCE

The person listed below is an applicant for Firefighter with the Seattle Fire Department. It is understood that you employ(ed) the applicant and have knowledge of this applicant's character and qualifications. The Seattle Fire Department relies upon employer references to assist in selecting personnel who meet our high standards.

All information provided will be held in the strictest confidence. We thank you in advance for your candid response to this request. A signed release form will be provided upon request.

If you have any questions, please call (206) 386-1472.

Please return reference by **Monday, April 3, 2017** via US mail: Seattle Fire Department, 301 2nd Ave S; Seattle, WA 98104, OR fax: (206) 386-1412, OR email: [sfd.recruitment@seattle.gov](mailto:sfd.recruitment@seattle.gov).

Applicant Name \_\_\_\_\_ Company \_\_\_\_\_

Position with company \_\_\_\_\_

Dates of employment \_\_\_\_\_

Primary duties: \_\_\_\_\_

Why did he/she leave your employ? \_\_\_\_\_

Were you satisfied with his/her work? ☐ YES ☐ NO If no, please comment below.

Did he/she work well with others? ☐ YES ☐ NO If no, please comment below.

Was he/she honest and reliable? ☐ YES ☐ NO If no, please comment below.

Would you rehire this individual? ☐ YES ☐ NO If no, please comment below.

Additional Comments:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name & Title \_\_\_\_\_

Harold Scoggins, Fire Chief  
301 Second Avenue South  
Seattle, WA 98104-2608

Tel (206) 386-1400  
Fax (206) 386-1412  
[www.seattle.gov/fire](http://www.seattle.gov/fire)

An equal employment opportunity, affirmative action employer.  
Accommodations for people with disabilities provided upon request.